

20 May 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
20 May 1981

ADMINISTRATIVE

Tuesday, 2 June 1981, is the next Blood Donor Day at Headquarters. Last month the Agency dropped two pints under our quota. Every year during this time, we have a decline in participation in the Blood Program. Summer outings increase and there are more traffic accidents and so there is even a larger shortage of blood in the Metro Area. Please remember, giving blood takes little time when you are helping to save a life. Forms are now circulating in your office for employees to sign up to give blood.

The Fairfax Red Cross called last week and informed the Agency Blood Donor Representative that the Metro Area has a shortage of B-Neg blood.

PERSONNEL

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Chief, Administrative Staff